Hi \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You have been allotted a place in our guest house located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Your point of contact during your stay will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. You are required to handover the position and sign of before leaving the guest house.

**BASIC GUIDELINES**

• Signing the register while entering and exit is a must.

• Smoking, tobacco, gutka, any illegal substance and alcohol consumption are not permitted at company accommodation.

• No entry will granted to anyone who enters the Guesthouse after consumption of alcohol

• Occupants are advised not to keep valuables in the company accommodation and they will be responsible for the safety of valuable items if kept in the rooms.

• Visitors are not allowed to come to meet or stay at the guest house

• Not to use the Guesthouse address as communication address.

• Occupants are advised to keep noise levels to minimum which should not affect the inmates, neighbors. Any complaints coming from inmates and neighbors or landlord will be addressed and action will be taken on concerned occupants.

• Occupants are advised to keep company accommodation clean and to best of hygiene condition. This is directly linked to the health and safety of occupants. There will be surprise audits at the company accommodation and any deviations will lead to action on concerned occupants.

• Occupants may come from diverse background and are advised to live at company accommodation with peace and harmony and respect for each other, neighbors and outsiders. Any events of misbehavior, quarrel between occupants or with outsiders will lead to strict action against the concerned person.

**Please read and sign the enclosed format as basic guidelines that you are to follow while your stay at the guesthouse.**

Regards

Administration charge

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read the above guidelines and will abide by the same during my stay at the guesthouse provided to me.

Regards

Date: